April 24, 2018

Notice for ALL Building Permits to meet the final Water/Wastewater Certificate of Occupancy requirements.

**STARTING MAY 7, 2018:** INSPECTION REQUESTS FOR FINAL WATER/WASTEWATER INSPECTIONS MUST BE REQUESTED ONLINE AT LEAST 48 HOURS IN ADVANCE. Please go to the Town’s website at [https://www.berthoud.org/departments/community-development/building-department/final-water-meter-inspection-request/~fsiteid-1](https://www.berthoud.org/departments/community-development/building-department/final-water-meter-inspection-request/~fsiteid-1)

The items below are required to be available prior to scheduling an inspection or meter install:

- A correct address and building permit number
- All Water/Sewer Final inspections are required to be requested online via Berthoud Website. Inspections are done between the hours of 8:30a.m. -12 p.m.
- Each Final Water/Sewer inspection at a property requires a separate request and has a 48-hour turnaround time. Inspections will not be scheduled or completed on weekends or Town holidays.

**Inspection Requirements**

- All work must be completed, final, and ready for inspection by 8:30 a.m.

**Curb Stop Valve Final Inspections:**

- Curb Stop Valve and lid must be operational, visible, and clear of debris; no damaged parts are acceptable.
- Curb stop Valve Lid is a minimum of 1.5 inches above finished grade prior to landscaping.

**Water Meter Final Inspections:**

- Town of Berthoud issued full meter assembly must be correctly installed per Berthoud meter detail, all meter parts provided must be present and installed; also see attached example form.
- Water Meter Lid must be visible and clear.
- **Water Meter Pit must be clean, free of any debris to the base, and all piping visible; no damaged parts are acceptable.**
- Top of Water Meter lid shall be a minimum of 1.5 inches above grade prior to landscaping.

**Sewer Cleanout:**

- Sewer cleanout must be a minimum 2 inches above existing grade
- Sewer cleanouts must have a permanent cap, visible, and in good condition.

If an inspection(s) **fails**, the Water technician will contact the site superintendent with reason indicating the corrections that are necessary. Once the corrections are complete, the inspection/install can be rescheduled by requesting online via the Berthoud Website.

**Sidewalk and Site Inspection:**

- Sidewalks & gutters must be clear of all debris and free of cracks/large chips, and site must be clean and clutter free.

The Town of Berthoud will withhold the Certificate of Occupancy until all final items have been met or if the Town has imposed special requirements on the developer, builder, subdivision, or lot.

Sincerely,

Stephanie D. Brothers, P.E., Public Works Director and Curt Freese, AICP, Community Development Director
Here are some Examples of Approved and Failed Final Inspects:

<table>
<thead>
<tr>
<th>Good Examples for Final</th>
<th>Failed Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Image 1]</td>
<td>![Image 3]</td>
</tr>
<tr>
<td>With final landscape</td>
<td>Broken Parts</td>
</tr>
<tr>
<td>![Image 2]</td>
<td>![Image 4]</td>
</tr>
<tr>
<td>Finished Grade</td>
<td>Meter placed too Deep inside</td>
</tr>
<tr>
<td>![Image 5]</td>
<td></td>
</tr>
<tr>
<td>Clear/visible Parts</td>
<td></td>
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</tbody>
</table>